

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1497302
POSITION NO: 943702
CLASS CODE: 1524

Date Posted: 12/17/12
Closing Date: 12/31/12

POSITION TITLE: ACCOUNTS MAINTENANCE SPECIALIST
DEPARTMENT NAME: DPS/Department of Corrections
DEPARTMENT NO: 149 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: Monday - Friday POSITION TYPE: Permanent: ☒ GRADE: R58A
Hours: 8:00am to 5:00 pm Temporary: ☐ SALARY: \$ 22,734.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms; encodes and obtains necessary approvals for processing; sorts documents and posts debits/credits to proper accounts; balances and reconciles accounting records with tribal accounting system; makes necessary corrections.

Review reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; performs verification and reconciliation activities for assigned accounts of a complex nature; maintains a variety of records pertinent to accounting processes or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable.

Verifies billing statements and prepares for authorization; checks for completeness and compliance with tribal regulations; contacts various Nation personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; compiles numerical and statistical information for report purposes or simple financial statements; generates a variety of reports from computer records; makes and check relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and

Experience:

three (3) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of basic business math. Knowledge of bookkeeping practices and principles. Knowledge of public relations/customer service principles, practices and techniques. Skill in preparing and maintaining accurate records, reports, and files. Skill in understanding and following oral and written directions. Skill in utilizing computer databases to research, maintain, and update records and files. Skill in establishing cooperative work relationships with those contacted in the course of work

License/Certification Requirements:

PREFERRED: Must possess a valid State Driver's license. Within 90-days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99